Annual Report

SOURIS VALLEY REGIONAL CARE CENTRE

1988-1989

90-03497/

SOURIS VALLEY REGIONAL CARE CENTRE

SOURIS VALLEY REGIONAL CARE CENTRE

Box 2001
Weyburn, Sask.
S4H 2L7

June 1989

Honourable Mr. George McLeod,
Minister of Health,
3475 Albert Street
T.C. Douglas Building
REGINA, Saskatchewan
S4S 6X6

Dear Mr. McLeod:

It is my pleasure to present to you, the Annual Report of the Souris Valley Regional Care Centre.

This report covers the period April 1, 1988 to March 31, 1989.

Respectfully submitted,

Mildred Lang

Mrs. Mildred Lang,
Chairman of the Board,
Souris Valley Regional Care Centre.

Members of the Governing Board 1988-89

Mrs. M. Lang
Chairman
Stoughton

Mrs. B. Nixon
Vice-Chairman
Weyburn

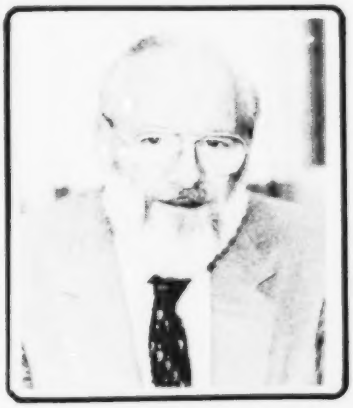
Mr. O. Storlie
Lampman

Mr. J. Pick
Macoun

Mr. Duncan Fisher
Regina

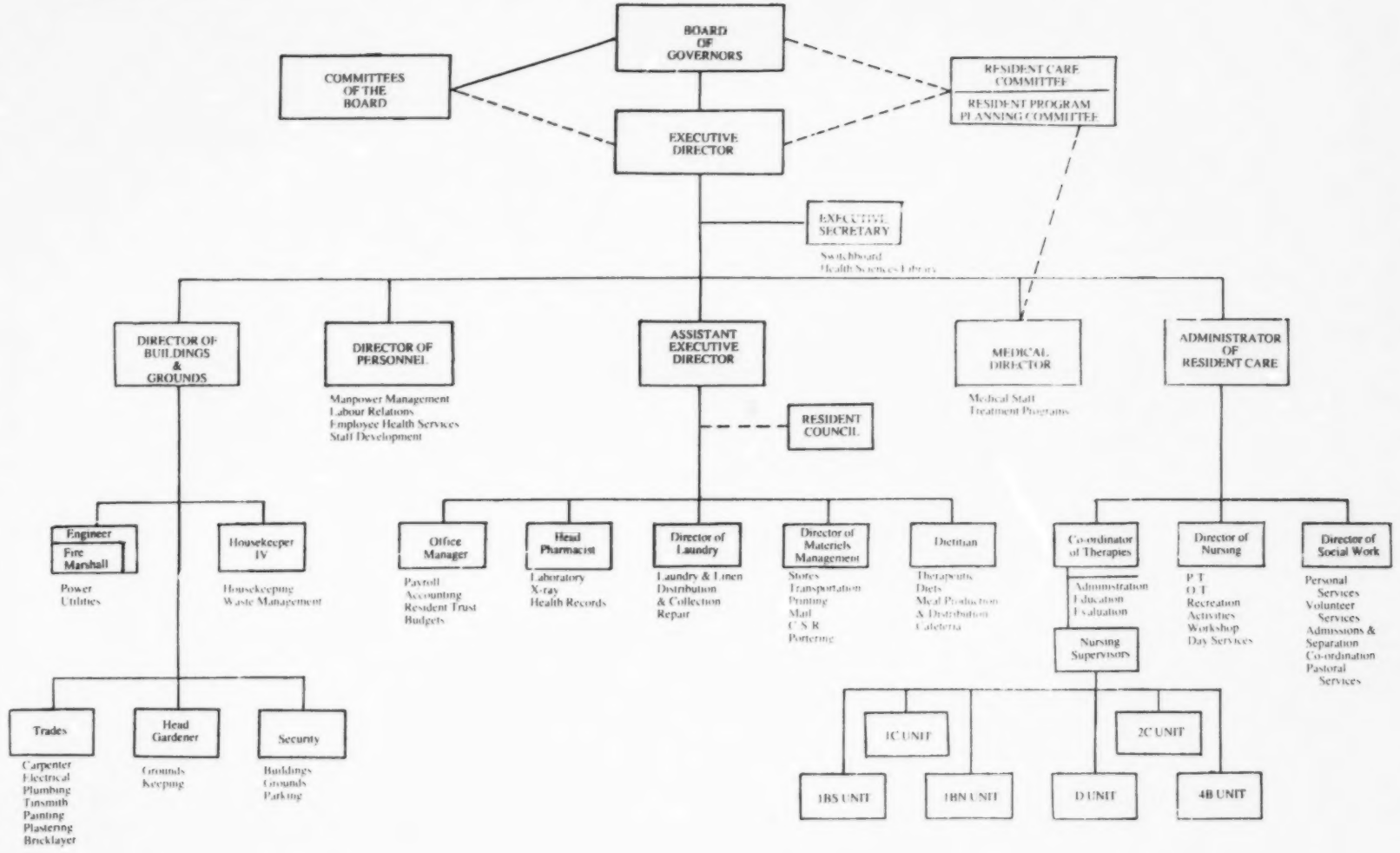
EXECUTIVE COMMITTEE:

Mrs. M. Lang
Mrs. B. Nixon
Mr. J. Pick
Mr. P. Boyle



Mr. P. Boyle
Executive Director

Souris Valley Regional Care Centre
Organizational Chart



P.G. Boyle — Executive Director

Our major accomplishment for 1988 was the June opening of the Therapeutic Park where the animals and birds have provided countless hours of interest and pleasure for our residents and members of the community.

Field staff of the Canadian Council on Health Facilities Accreditation surveyed the Centre in September and we maintained our accreditation status.

"Unaudited Statement" Statement 1

Souris Valley Regional Care Centre
Balance Sheet
As At March 31

	1989	1988
Assets		
Current:		
Cash	$ 672,396	$ 983,446
Accounts receivable	154,581	131,118
Due from the Department of Health (Note 3)	672,195	477,443
Prepaid expenses	66,838	66,881
Inventories	533,451	490,312
Total	2,099,461	2,149,200
Fixed assets (Note 4)	377,399	343,385
Total assets	$2,476,860	$2,492,585
Liabilities and Equity		
Current:		
Accounts payable	$ 309,590	$ 389,903
Accrued salaries	222,642	194,585
Accrued vacation	583,695	571,134
Deferred revenue	25,730	39,320
Total	1,141,657	1,194,942
Long term loan (Note 7)	27,588	27,588
Working capital advance (Note 8)	150,000	150,000
Equity (Statement 3)	1,157,615	1,120,055
Total liabilities and equity	$2,476,860	$2,492,585
Trust		
Assets:		
Cash in bank	$ 103,116	$ 93,757
Inventory	14,363	8,541
Furniture	133	1,029
Total	$ 117,612	$ 103,327
Liabilities and Equity:		
Residents' trust	$ 29,997	$ 29,560
Residents' comfort trust	85,580	72,725
Grants and donations	2,035	1,042
Total	$ 117,612	$ 103,327

(See accompanying notes)

Statement 2

Souris Valley Regional Care Centre
Statement of Operations
Year Ended March 31

	1989	1988
Operating Revenue:		
Provincial operating grant	$10,408,388	$10,264,497
Resident fees	2,175,642	2,089,692
Rentals and recoveries:		
Weyburn Mental Health Centre	307,848	360,214
Saskatchewan Property Management Corporation	158,585	140,641
Staff dining room	108,091	104,149
Workers' Compensation Board	131,455	131,717
Laundry revenue	120,272	130,609
Other	17,725	20,324
Total revenue from operations	13,428,006	13,241,843
Operating Expenses (Schedule 1):		
Resident care	5,848,428	5,651,541
Dietary	1,443,024	1,454,791
Laundry	475,667	520,608
Administration	1,901,963	1,815,655
Linen	96,663	105,051
Housekeeping	834,958	824,990
Resident activity & recreation	341,035	333,994
Plant operation	1,105,711	1,086,154
Plant maintenance	718,728	737,212
General medical	182,670	174,756
Other diagnostic & therapeutic	568 553	568,157
Total operating expenses	13,517,400	13,272,909
Operating surplus/deficit (Note 5)	(89,394)	(31,066)
Other revenue:		
Investment income	105,644	100,800
Capital grant proceeds in excess of fixed asset additions	(104)	2,724
Parking revenue (Note 7)	1,839	1,839
Donations	2,107	14,753
	109,486	120,116
Other expenditures:		
Purchase of fixed assets	11,380	63,117
Non-capital expenses	5,150	6,189
	16,530	69,306
Surplus from other operations	92,956	50,810
Surplus for the year — Statement 3	$ 3,562	$ 19,744

(See accompanying notes)

Souris Valley Regional Care Centre
Statement of Equity
Year Ended March 31

	1989		1988	
Equity in fixed assets:				
Balance, beginning of year		$343,385		$236,603
Adjustment for overstated depreciation 1986/87		--		55,288
		$ 343,385		$291,891
Fixed asset additions:				
— from capital grants	$ 58,409		$ 55,896	
— from operations	11,380	69,789	63,117	119,013
Fixed asset disposals		(161,456)		(14,206)
Depreciation		(57,798)		(53,313)
Adjustment for overstatement of Accumulated Depreciation in 1988/89		183,463		--
Balance, end of year		377,383		343,385
Accumulated surplus (unappropriated):				
Balance, beginning of year	755,778		737,873	
Surplus for the year (Statement 2)	3,562		19,744	
	759,340		757,617	
Less: appropriation for repayment of loan (Note 7)	(1,839)		(1,839)	
Balance, end of year		757,501		755,778
Accumulated surplus (appropriated):				
Balance, beginning of year	20,892		19,053	
Appropriation for repayment of loan	1,839		1,839	
Balance, end of year		22,731		20,892
Total equity		$1,157,615		$1,120,055

(See accompanying notes)

Souris Valley Regional Care Centre
Statement of Changes in Financial Position
Year Ended March 31

	1989	1988
Cash provided by (used in):		
Operating Activities:		
Provincial operating grant received	$10,213,636	$10,129,888
Resident fees received	2,155,254	2,104,812
Other receipts	934,912	1,008,170
Salaries and benefits paid	(11,254,530)	(10,925,133)
Other disbursements	(2,348,838)	(2,246,039)
	299,566	71,698
Investment Activities:		
Provincial capital grant received	58,305	58,620
Purchases of fixed assets	(69,789)	(119,013)
	(11,484)	(60,393)
Net (decrease) increase in cash during year	(311,050)	11,305
Cash balance, beginning of year	983,446	972,141
Cash balance, end of year	$ 672,396	$ 983,446

(See accompanying notes)

Schedule 1

Souris Valley Regional Care Centre
Schedule of Operating Expenses
March 31, 1989

	1989	1988
Expenses:		
Resident Care:		
Salaries	$5,375,078	$5,173,875
Drugs	174,860	171,105
Medical and surgical	270,103	279,896
Other supplies and expenses	28,386	26,665
	5,848,427	5,651,541
Dietary:		
Salaries	848,349	846,024
Food	501,031	519,570
Other supplies and expenses	50,307	51,891
Purchased services	43,337	37,306
	1,443,024	1,454,791
Laundry:		
Salaries	431,661	431,570
Other supplies and expenses	42,680	87,102
Purchased services	1,325	1,936
	475,666	520,608
Administration:		
Salaries	636,743	619,000
Employee benefits	1,010,705	961,536
Other supplies and expenses	17,600	14,945
Rental expense	4,295	3,493
Association membership fees	24,428	25,294
Insurance	28,207	34,602
Uncollectable accounts receivable	--	1,210
Professional fees	8,699	5,814
Telephone	49,853	44,836
Accounting fees	35,323	29,383
Advertising	2,248	1,663
Business machine expense	12,108	11,529
Books and subscriptions	5,314	5,771
Board and travel	15,641	8,924
Staff travel	14,037	13,776
C.V.A. rental	30,892	28,889
Postage	5,870	4,990
	1,901,963	1,815,655
Linen:		
Salaries	$ 36,308	$ 37,408
Patient wearing apparel	14,713	11,082
Staff wearing apparel	9,196	6,756
Other supplies and expenses	36,446	49,805
	96,663	105,051

Schedule 1 (continued)

	1989	1988
Expenses: (Continued)		
Housekeeping:		
Salaries	$ 773,211	$ 765,658
Other supplies and expenses	60,187	57,806
Purchased services	1,561	1,526
	834,959	824,990
Resident Activity & Recreation		
Salaries	336,979	325,537
Other supplies and expenses	3,815	8,056
Rentals	241	401
	341,035	333,994
Plant Operation:		
Salaries	525,343	538,603
Other supplies and expenses	11,446	13,366
Fuel	282,519	275,939
Water	106,349	94,403
Electricity	176,959	163,843
Purchased services	3,094	--
	1,105,710	1,086,154
Plant Maintenance:		
Salaries	615,793	621,754
Other supplies and expenses	63,222	59,085
Landscaping	1,734	1,674
Purchased services	6,361	6,064
Special projects	28,019	41,035
Upholstery	3,599	7,600
	718,728	737,212
General Medical:		
Salaries	166,355	162,463
Professional remuneration	16,240	12,210
Other supplies and expenses	75	83
	182,670	174,756
Other Diagnostic & Therapeutic:		
Salaries	540,612	525,739
Other supplies and expenses	3,443	15,935
Films	2,100	2,722
Purchased services	22,400	23,761
	568,555	568,157
Total Operating Expenses	$13,517,400	$13,272,909

Souris Valley Regional Care Centre
Notes to Financial Statements
March 31, 1989

1. Significant Accounting Policies

a) Revenue

Provincial operating grant revenue is recorded on an accrual basis in accordance with the funding policy applicable to each fiscal year as determined by the Department of Health. Estimated surplus (deficient) funding is recorded as repayable (receivable) with provincial grant revenue adjusted by a corresponding amount in the current year. Adjustments to estimated surpluses or deficits, as determined in the annual settlement review by the Department, are accounted for in the year that they are determined as adjustments to provincial grant revenue, with corresponding amounts reflected as repayable (receivable) to (from) the Department of Health.

b) Equipment and Furnishings

Equipment transferred from the Department of Health is recorded at appraised value as at January 1, 1975. Equipment, leasehold improvements and furnishings purchased since January 1, 1975 are recorded at cost. Disposals of capital assets are removed from the accounts at their carrying value.

In accordance with normal fund accounting policies, a provision for depreciation does not appear in the statement of operations but is charged to unappropriated equity to reflect the decrease in value of the fixed assets. The fixed assets are depreciated on a straight line basis over the estimated useful life of the assets. The rate on equipment is 10 percent. Leasehold improvements are depreciated at 15 percent.

The acquisition of equipment and furnishings is financed either by Provincial capital grants or from surplus funds of the Centre. Grants received are reflected as increases in "equity in fixed assets" to the extent that they are used to purchase assets. The excess, if any, is recorded as other revenue. Purchases of equipment and furnishings financed from surplus funds are recorded as expenditures in the "Statement of Operations" and also are reflected as increases in "equity in fixed assets" in the "Statement of Equity".

c) Inventories

Inventories are valued at average cost in central stores and maintenance, and at cost in other areas.

d) Accrual Basis

The accrual basis of accounting is followed including the accrual of vacation pay on the basis of the amount earned monthly.

2. Establishment of Centre

Order-in-Council #909/81 issued pursuant to The Housing and Special-Care Homes Act designated Souris Valley Regional Care Centre as a special care home effective July 1, 1981. The former designation of Souris Valley Extended Care Hospital was cancelled concurrently by Order-in-Council #946/81 issued pursuant to The Public Health Act.

3. Due from the Province of Saskatchewan, Department of Health

	1989	1988
Accounts receivable — accrued vacation pay	$583,695	$571,134
Accounts receivable — Canadian Union of Public Employees Lump Sum contract payment	162,523	
Surplus funding repayable	(74,023)	(93,691)
	$672,195	$477,443

4. Fixed Assets

	1989			1988
	Original Cost	Accumulated Depreciation	Net Book Value	Net Book Value
Equipment	$1,491,859	$1,142,956	$348,903	$307,869
Leasehold improvements	202,450	173,974	28,476	33,500
Building service equipment	67,785	67,785	0	2,016
	$1,762,094	$1,384,715	$377,379	$343,385

5. Provincial Grant

Provincial operating grants are made to the Centre by the Department of Health in accordance with approved annual operating budgets. The Minister of Health approved a surplus retention policy effective on April 1, 1984 which applies to the 1984/85 and subsequent fiscal years. Under this policy, a special care home will be entitled to retain its operating surplus up to a level of 1% of its approved operating budget for the applicable year subject to the following:

(a) a home shall retain surpluses up to $10,000 regardless of the size of its operating budget; and

(b) the maximum amount of surplus to be retained by a home for any one year of operations shall be $100,000.

Operating deficits will be the direct financial responsibility of the home, according to a departmental publication. Prior to 1984/85, grants were made to ensure special care homes operated on a break-even basis and accordingly operating surpluses were repayable to and operating deficits were funded by the Department.

6. Lease Arrangement

Effective April 1, 1987, the Saskatchewan Property Management Corporation entered into a lease arrangement with the Department of Health for the Souris Valley Regional Care facility. Under this arrangement the Centre will not be required to make rental payments for the use of this facility.

7. Long Term Loan

This interest free loan was made by Saskatchewan Hospital Services Plan in 1976 to cover the cost of plug-ins for the parking lot, which must be repaid by 1991. Accordingly the Centre is appropriating yearly an amount of $1,839 for the purpose of restricting the expenditure of surplus funds until the loan comes due.

8. Working Capital Advance

This advance was made by Saskatchewan Hospital Services Plan to the Souris Valley Regional Care Centre. The advance is interest-free and re-payable at the discretion of the Continuing Care Division, Department of Health.

9. Residents' Comfort Trust

The Revenues and Expenditures of the Residents' Comfort Trust are as follows:

	Year Ended March 31, 1989	Year Ended March 31, 1988
Revenue:		
Canteen sales	$66,623	$63,508
Interest income	8,466	6,546
Other revenue	5,655	8,374
Total Revenue	80,744	78,428
Expenditure:		
Canteen supplies	53,545	59,120
Other expenses	14,344	10,427
Total Expenditures	67,889	69,547
Excess of revenue over expenditure	12,855	8,881
Trust liability, beginning of year	72,725	63,844
Trust liability, end of year	$85,580	$72,725

Health Care Statistics

	1988-89	1987-88	1986-87
Admissions:			
New Admissions	54	52	47
Readmissions	7	13	8
Total Admissions	61	65	55
Separations:			
Discharges	19	21	19
Deaths	41	40	33
Total Separations	60	61	52
Residents on Register April 1st	295	297	298
Total Admissions	61	65	55
	356	362	353
Total Separations	60	61	52
	296	301	301
Residents Discharged to Active Treatment Hospitals	53	49	47
	243	252	254
Residents Readmitted from Active Treatment Hospitals	49	43	43
Residents on Register March 31st	292	295	297
Levels of Care at March 31st: 4A	146	147	143
4B	126	131	135
4C	20	17	19
Total	292	295	297
Waiting List at March 31st	10	2	10
Total Resident Days	107,008	108,323	108,771
Average Daily Census	293.14	295.97	298.02
Average Length of Stay	923	838	680
Total Days of Stay	54,438	51,098	35,341
Occupancy Rate	98%	99%	99%

Nursing Department:

The Nursing Department experienced a successful accreditation survey, thanks to the commitment of the nursing staff to ensure standards of excellence in their delivery of care to the residents.

Consolidation of the N.I.S.S. (Nursing Information Systems Saskatchewan) and the complete implementation of a Nursing Quality Assurance Program have been the main focus within the Department.

The Nursing Committee structure was re-organized to include representation by Nurse I's and Nurses' Aides. The Nursing Practice Committee has set the objective of a complete revision of all nursing procedures by the end of 1989.

The Nursing Quality Assurance Committee has developed a multi-disciplinary nutrition audit, a medication audit and expanded audit reviews in the area of medication incidents, falls and restraints, as well as monitors all quality assurance activities in nursing practice, nursing education and nursing administration.

The Nursing Management Committees have addressed nursing issues of staff complement, Nurse I shortage, and developed baseline budgets for unit management. Of particular impact has been nursing management's effort to reduce restraints within the Department. One unit was successful in reducing the type and frequency of restraints by 70%. Since January, the Department has had a severe shortage of Nurse I's and nursing management has developed a number of contingency plans to cope with this crisis.

The Cognitively Impaired Unit implemented in February of last year has had a few growing pains. With the placement of a Head Nurse, the Unit has evolved to the point where there is consistent, coordinated programs and evaluation of the individual resident's response.

Nursing Education has been very active this year with the implementation of C.P.R. courses for Nurse I's, Back Program with transferring and lifting techniques, application of restraints, IV therapy, inservicing at the unit level and providing an orientation program for professional and non-professionals throughout the year.

Medical Department:

The Medical Department is continuing to receive excellent support from various medical consultants as well as dental and psychiatric services and is assisted by Weyburn Family Physicians in on-call and relief duties and consultations when needed.

We presented a paper on "Do Not Resuscitate" Code in Geriatric Care at the Annual Meeting of Canadian Association on Gerontology on October 23, 1988.

We also attended the Annual Meeting of the Saskatchewan Gerontology Association in Regina in February 1989.

Therapy Department

Service statistics for the total department increased slightly from 1987-88. Visits to Physical Therapy increased substantially, while visits to Occupational Therapy decreased slightly. These figures are directly related to the numbers of medical referrals received. In Activity Therapy, Centre residents made 2,660 more visits in 1988-89. More residents attended recreational activities from the previous year. Few residents produced correspondingly less than 1987-88 in the Workshop. In spite of increases in salaries by fewer individuals (17), saleable assets produced and on hand indicate that production was slightly higher than salary expenditures. Although experiencing the shortage of nursing staff available for Day Services, service output figures remained remarkably close with 3,067 hours in 1987-88 compared to 2,885 in 1988-89.

Pharmacy Department:

The functions of the Pharmacy Department have been enhanced by the acquisition of a computer and a pharmacy software program.

The program enables the Department to keep an up-to-date medication profile of each resident, provide numerous report forms for both Nursing and Pharmacy, produce all labels needed for medications used by the residents and provide a pricing and stock control system.

The Health Records Technician is in the process of streamlining our record keeping methods to facilitate prompt record access.

Dietary Department:

During the 1988-89 year the Dietary Department provided 321,024 meals to residents of Souris Valley, 19,527 meals to residents of Weyburn Mental Health Centre and 90 meals to Day Services clients.

In co-operation with Nursing, Medical and Pharmacy Departments a new bowel care regime was implemented. Changes were made to menus, recipes and in production methods to ensure the desired fibre levels were maintained.

Dietary staff participated in the Centre's Body Mechanics Program. As well, participation continued in the numerous social and recreational programs within the Centre where food was served.

Personal Services:

The Personal Services Workers purchased 5,090 articles for residents at a total cost of $49,989.28. The Workers also took 46 residents downtown on personal outing shopping trips.

The Hairdresser filled 1,083 appointments.

Volunteer Services:

Volunteers donated 6,923 hours and 45 minutes to our Centre, 126 individual volunteers gave 3,660 hours and 45 minutes and 39 groups gave 3,263 hours. There were 45 individual volunteers and seven groups recruited throughout the year.

Chaplaincy Services and Pastoral Care Committee:

There has been ongoing co-operation, communication and support from the Pastoral Care Committee and the Chaplaincy Service to enhance the spiritual life of the residents.

Personnel Department:

Two major issues were addressed by the Department this past year. First, there was the preparation and subsequent negotiations which resulted in a three year contract agreement and the second, of primary importance, was the serious shortage of professional nurses.

The turnover rate remains at 9% with an abundance of applications to fill the vacant positions.

Permanent positions are categorized as follows:

DEPARTMENT	POSITIONS
Nursing	176.75
Buildings & Grounds	22
Therapies	21.5
Social Work	7
Power House	16
Laundry	19.4
Dietary	34.5
Housekeeping	33
C.S.R., Pharmacy, Laboratory	8.75
Administration, Personnel, Finance, Medical, Materiels Management	23.9

Social Work Department:

During the fiscal year, approximately 102 applications for admission were processed. Included in this number are eight applications for respite care and seven applications for rural level IV beds.

Inservice Education:

The emphasis this past year has been to promote healthy backs by providing extensive inservices on proper body mechanics and lifting/transferring techniques. Twenty-four inservices were held over this period with an attendance of 252 staff. Workplace Hazardous Material Information System (WHMIS) training of all staff also took place during this time frame in order to comply with federal regulations. Seventy-two staff were able to partake of educational programming offered through agencies outside this Centre.

Materiels Management Department:

During the past year the Materiels Management Department has been increasing the tendering process through the Saskatchewan Health-Care Association Group Purchasing Plan and the Centre's own tendering process, using local suppliers when possible.

The new computer system has been installed, with new items being added to the Stores inventory regularly.

There were approximately 3,200 purchase orders processed over the past year, with a value in excess of 1.8 million dollars.

Housekeeping Department:

This past year the Housekeeping Department complied with new government regulations in regards to hazardous materials by orientating new and present employees to the requirements. In 1988-89, the Department used approximately 643 litres of cleaning solution at a total cost of $20,589.45. Products or test products were obtained that performed equally as well or better at a reduced cost compared to present products. Although the Department has had decreased staffing in the past year, with the co-operation of our well qualified employees, services have been provided that meet requirements for the Centre, Weyburn Mental Health Centre, and Southeast Community College.

Building and Grounds Department:

The year 1988 was a relatively quiet one for the maintenance division of the Department of Buildings and Grounds. Major accomplishments included the expansion of the fire sprinkler system, which now covers all areas utilized by the Care Centre, extensive electrical upgrading on "A" Floor N.E. Wing, roof repairs on Centre Centre and N.E. Wing and the replacement of 800 feet of eight and 10 inch water mains.

Among the largest of fourteen capital projects was the replacement of one hundred feet of main sewer on "A" Floor, Centre Core. In addition to the capital projects, the maintenance department completed a total of 3,954 repair requisitions.

Sewer Replacement

Therapeutic Park to be completed in 1989.

Power Plant Department:

During 1988-89, with a staff complement of 14 personnel, the Power Plant met its obligation of providing heat, light and water to the Centre and all on site agencies.

The Power Plant has been under an extensive review during the past year, but to date there have been no identifiable changes announced. During the past year, a project undertaken by the Saskatchewan Property Management Corporation was the replacement of two main water lines from our reservoir to the Power Plant at a cost of approximately $40,000.00.

Two Saskatchewan Power Corporation power outages required the Power Plant to supply emergency power to the complex. The plant provided 24 hour a day service with no major interruptions during the year. The Power Plant staff monitors the Centre's fire protection system and fire drills were held each month at random, with excellent results. Fire lectures were conducted for all staff and fire system maintenance was performed.

Laundry Department:

The Souris Valley Regional Care Centre Laundry Department processed 1,602,738 pounds of linen in 1988. This includes the outside services provided to the Weyburn Union Hospital, Weyburn Mental Health Centre, Saskatchewan Property Management Corporation and Souris Ambulance.

Some statistics of the Department for 1988 are:

Bed Sheets and Draw Sheets	725,447 pieces
Bath Towels	524,095 pieces
Resident Clothing	127,984 pieces
Water Consumption	25,132 gallons

Some upgradings were made to the workplace with the replacement of windows.

Continuous Service Awards

Presenting the long term service awards were Board Member, Mrs. Beatrice Nixon and Executive Director, Mr. Peter Boyle.

Ten Years

BACK ROW: Juliana Sellsted, Mary Lou Schultz, Yvonne Kot, Lorraine Herberholz, Sandra Cleasby, Darlene Beers.
FRONT ROW: Deanne McLeod, Rhonda Horsman, Barbara Hunt.
MISSING: Brenda Murray, Ralph Robins, Dennis Wanner.

Fifteen Years

BACK ROW: Donald Thiel, Mark Gregory, Dennis Bohnert, Genevieve Girardin.
FRONT ROW: Helen Pastawski, Helena Valley, Lydia Hewitt, Carol Watson, Donald Herberholz.
MISSING: Marjorie Balkwill, Ellsworth Dunn, Janet Story.

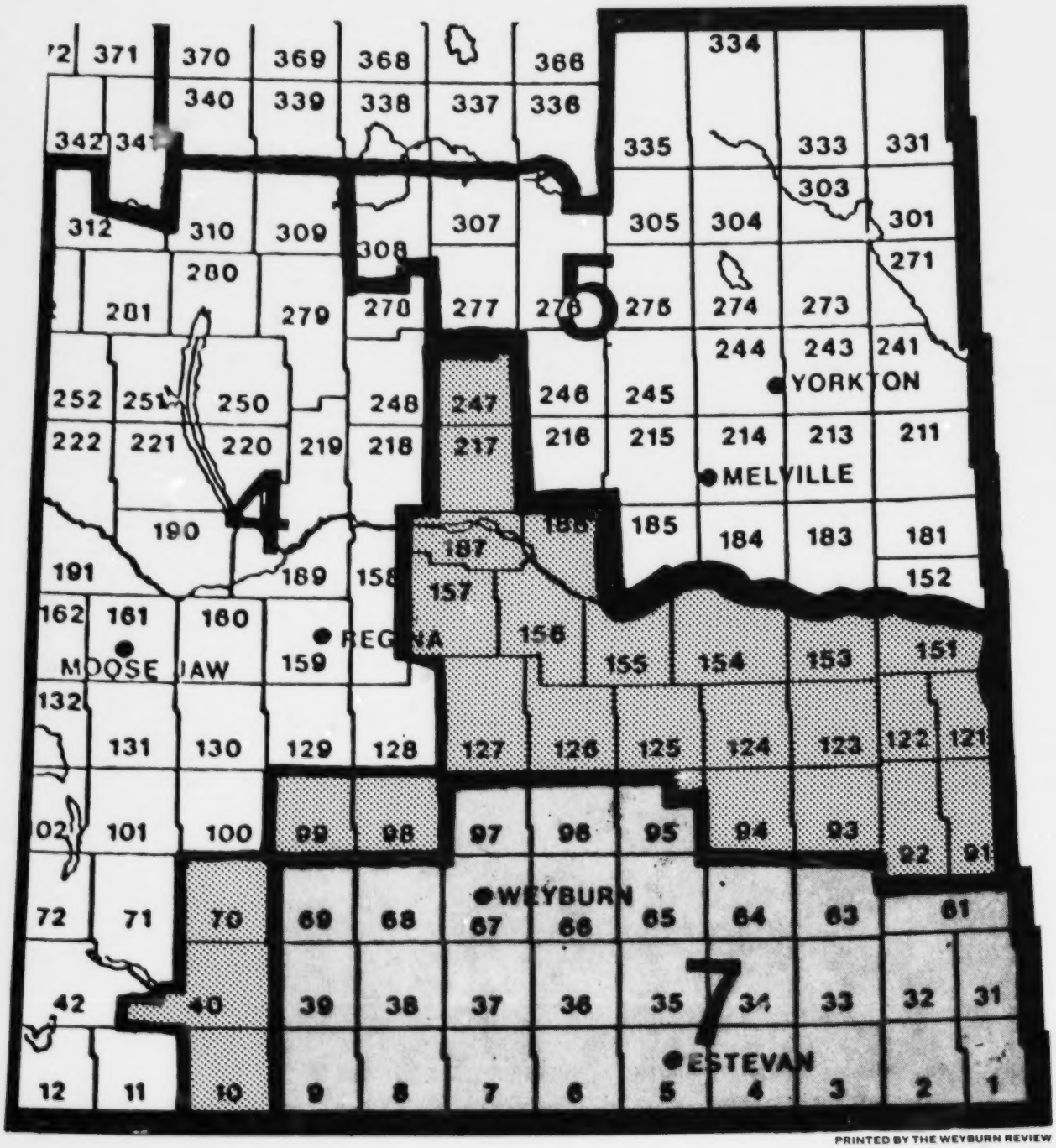
Twenty Years
Addie Ley, Elaine Guthriend, Edith Little.

Twenty-Five Years
Helen Flaaten, Ronald Schmidt.

Thirty Years
Raymond Belanger, Milton Scheuer.

Thirty-Five Years
Walter Jaster.

Extended Care Hospital Service Areas



PRINTED BY THE WEYBURN REVIEW